

S E C R E T

20 February 1962

DISPOSITION OF UNWANTED RECORDS MATERIALS

The actual fact of moving to the new building, rearranging, and settling in upon arrival may turn up various categories of records, both classified and unclassified, surplus to our needs. This paper summarizes the various methods of disposition as applied to the different types of surplus material.

1. Official CS Files

All official CS files (i.e., those having an official CS file number thereon), whether on temporary or permanent charge to your desk, can be disposed of as follows:

- a. 201 Files -- Send to RID, [] using pink routing sheet (Form 610, Routing and Record Sheet).
- b. Project and Subject Files -- Send to RID, [] under Form 1666 (see Attachment A).

2. Non-Official Files

Every effort should be made to destroy non-official files (i.e., chrono files, background and reference files, "shadow" files, working papers, reference publications, etc.) once they have served their purpose. It is imperative to observe the following precautions prior to destruction:

- a. Remove all CS record copies, as well as the originals of all KAPOK and RYBAT documents.
- b. Remove all Top Secret material, whether original or copy.

Separately bundle together material in the above categories and:

CS Record Material -- Send to RID, [] in envelope.

Top Secret Material -- Clear through your Top Secret Control Officer and forward to RID, [] for retention or downgrading.

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KAPOK and RYBAT Material -- Desensitize and send to RID, [] for classifying into CS system, or to RID, [] with RO authorization for destruction.

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All residual material, which it is felt cannot be destroyed on the spot because of possible interest or use, should be forwarded to RID, [] using Form 1666 (see Attachment A).

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3. Publications, Reports, Studies, etc.

Reference books and other publications of an overt nature, whether classified or not, can be disposed of in the following manner:

- a. DDP Publications -- Classified, sensitive documents, and publications originated within the CS headquarters or at field stations (e.g., internal reports, handbooks, training manuals and aids, operational aids, operational support studies, staff issued reports, studies, memos, etc.) should be forwarded to the RMO of the responsible staff or division concerned. In case of doubt, pass it to your own staff or division RMO.
- b. Other Classified Publications -- Reference books and other publications, including books, newspapers, periodicals, NIS's, NIE's, Intelligence Studies, positive intelligence reports, memoranda, translations, etc. should be bundled together and forwarded by pink routing sheet to CIA Library, Room 1E61, Attention: Selection Officer.
- c. Matters of Historical Interest -- The Agency's Historical Intelligence Section (HIC) is particularly interested in books, pamphlets, or magazine articles with reference to any aspect of intelligence or unconventional warfare, the Agency itself, or the Director. Also desired are such accompanying dispatches as may explain these materials. Such materials should be sent by pink routing sheet to HIC, Room 1H-1124.

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RETIREMENT OF FILES

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1. These instructions supplement [] Records Retirement Procedures, and apply to all categories and types of records (official or non-official) maintained by the Clandestine Services. When documents are of no further current usefulness to the CS, they should be either destroyed in accordance with existing authority, or retired to less costly storage space.

2. Procedures

Form 1666, Transmittal of Inactive CS Records, is the basic instrument for effecting retirement of inactive records. These forms are available from the stock room; they will be prepared by the records custodian and signed by the staff or division RMO or his designee.

a. Prepare an original and three (3) copies of Form 1666 for each of the following groups of records which are to be retired to RID/[]

- (1) Official Project Files
- (2) Official Subject Files
- (3) Non-Official Files

b. Return 201 dossiers on temporary or permanent charge to RID/[] A Form 1666 is not required.

c. Form 1666 should be prepared in accordance with the instructions on the form (copy attached) with special caution for the following:

(1) If the group of records contain Top Secret documents, send them through Top Secret channels to RID/[] for clearing controls.

(2) All Control Job Numbers will be issued to RMO's or their authorized representatives. Obtain one number for each group of records being retired.

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(3) In Section IV of Form 1666, under Disposition Authorization, cite a Records Control Schedule Item number, or if a schedule does not exist, indicate one of the following:

(a) Recommend destruction after a retention of _____ years.

(b) Recommend a review of files after _____ years.

(c) Permanent Records. Do Not Destroy.

d. Preparing Form 140a, Records Shelf List, is optional. Its use in conjunction with the basic Form 1666 will, however, expedite and facilitate reference work. Its purpose is to provide a key to the actual alphabetical or numerical arrangement of material contained in each bundle transmitted; it provides a descriptive breakdown of folders and materials in cases, such as subject and project files to facilitate recall of a single folder or folders.

Attachments:

Form 1666, Transmittal of Inactive Records
Form 140a, Records Shelf List.